

**United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
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In Reply Refer To:  
1400-296 (HR-210) **P**

December 4, 1998

**EMS TRANSMISSION**

Instruction Memorandum No. HR-99-014

Expires: 9/30/00

To: Servicing Personnel Officers (SPO)

From: Director, National Human Resources Management Center

Subject: Changes in Personnel Documentation

In June 1998, the Office of Personnel Management (OPM) provided offices advance notice of changes in personnel action documentation, Central Personnel Data File requirements, and Official Personnel Folder (OPF) records. Instruction Memorandum No. HR-98-053 notified the SPOs of these changes and requested suggestions from the SPOs regarding the best way to implement the changes of which three states responded.

Attachment 1 is the Bureau's policy regarding these changes. We considered other methods of notifying employees of personnel actions, but were unable to identify a method that resulted in any work savings. This policy is effective January 1, 1999.

If you have any questions regarding this IM, please contact Melissa Dukes at (303) 236-6689.

Signed  
Linda D. Sedbrook  
Director

Authenticated  
Darlene Robitaille  
Secretary

1 Attachment

1 - Redefinition of Official Personnel Actions (2 pp)

Distribution

RS-150A, BLM Library

NI-101, Reading Files

HR-210

HR-220

## **REDEFINITION OF OFFICIAL PERSONNEL ACTIONS**

**Human Resources Information Systems:** No action is required by BLM.

**Revised Central Personnel Data File Reporting Requirements for Dynamic File Submissions:** No action required by BLM.

**Elimination of the Leave With Pay Nature of Action Code (NOAC) 462:** Effective January 1, 1999, this NOAC will no longer be used. This NOAC was used to document placement of an employee on extended sick leave following approval of a retirement application. The employee will be coded in the Remote Time and Attendance Entry System with an hours code of “030-Sick Leave Used” or “050-Holiday Not Worked,” when appropriate, until their sick leave is exhausted.

**Elimination of Official Personnel Folder Filing Requirements:** Effective January 1, 1999, the BLM will no longer be authorized to file documentation of the following actions on the permanent (right) side of the OPF. Agencies are still required to process these actions, in accordance with the *OPM Operating Manual, The Guide to Processing Personnel Actions*. Within BLM, Notification of Personnel Action forms, SF-50s, will still be processed and distributed.

- ▶ Exception to RIF Release (NOAC 755)
- ▶ Realignment (NOAC 790)
- ▶ Recruitment Bonus (NOAC 815)
- ▶ Relocation Bonus (NOAC 816)
- ▶ Time Off Award (NOAC 872)
- ▶ Foreign Language Award (NOAC 873)
- ▶ Gainsharing Award (NOAC 874)
- ▶ Suggestion Award (NOAC 875)
- ▶ Invention Award (NOAC 876)
- ▶ Special Act of Service Award (NOAC 877)
- ▶ SES Performance Award (NOAC 879)
- ▶ Performance Award (NOAC 885)

Standard Form 50s or earlier types of documentation already filed in the OPF will remain in the folder.

For the following actions, SF-50s will be filed on the temporary (left) side of the OPF.

- ▶ Exception to RIF Release (NOAC 755)
- ▶ Recruitment Bonus (NOAC 815)
- ▶ Relocation Bonus (NOAC 816)
- ▶ SES Performance Award (NOAC 879)
- ▶ Realignment (NOAC 790)

For these actions, the SF-50s will be filed in the Employee Performance Folder (EPF). Documents in the EPF are purged after four years.

- ▶ Time Off Award (NOAC 872)
- ▶ Foreign Language Award (NOAC 873)
- ▶ Gainsharing Award (NOAC 874)
- ▶ Suggestion Award (NOAC 875)
- ▶ Invention Award (NOAC 876)
- ▶ Special Act of Service Award (NOAC 877)
- ▶ Performance Award (NOAC 885)